



Site Posting Requirements

For Planning Commission and City Council (Red Sign)

SITE POSTING SPECIFICATIONS

Lettering Size

SITE POSTING INSTRUCTIONS

City of Scottsdale Public Notice	←	1" Bold Letters
ZONING/PUBLIC HEARING City Hall 3939 North Drinkwater Boulevard Scottsdale, Arizona	←	4" Bold Letters
PLANNING COMMISSION: 5:00 P.M., (DATE)	←	1 ½" Bold Letters
CITY COUNIL: 5:00 P.M., (DATE)	←	1 ½" Bold Letters
Request:	←	1" Bold Letters
Location:		
Case Number:	←	2" Bold Letters
Applicant/Contact:	←	2" Bold Letters
Phone Number	←	2" Bold Letters
Email Address:	←	2" Bold Letters
City Contact:	←	2" Bold Letters
Phone Number:	←	2" Bold Letters
Email Address:	←	2" Bold Letters
Case File Available at City of Scottsdale 480-312-7000	←	1 ½" Bold Letters
Project information may be researched at: http://www.scottsdaleaz.gov/projects/		
Posting Date:	←	¾" Bold Letters
- Penalty for removing or defacing sign prior to posting hearing notification sign	←	¾" Bold Letters
- Applicant Responsible for Sign Removal		

1. Post the sign on site approximately 20 days prior, but not less than 15 day prior to the Planning Commission Hearing date.
2. The sign shall be updated with the City Council hearing date and time approximately 20 days prior, but not less than 15 day prior to the hearing date. Please call your Project Coordinator if you have questions.
3. Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
 - a) Notarized affidavit of posting
 - b) Date/Time stamped photo of sign
3. Sign may be removed after the City Council hearing date that a determination has been made, or after the withdrawal of an application.

Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

1. Scottsdale Signs (Sign-A-Rama)
480-994-4000
2. Dynamite Signs
480-585-3031

1. 4' x 4' in size
2. Laminated plywood, MDO board, or other weather resistant material
3. Front, back, and all edges painted with two coats of red acrylic exterior enamel, or integral red color
4. White lettering sized per above (decals)
5. Sign attached with 6 screws to 2 -4" x 4" x 8' wood posts, or 2 - 2" metal posts

Revision Date: 08/20/2015